

MFET SOFTWARE CERTIFICATION GUIDE

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1. General Information

The Utah State Tax Commission (USTC) requires software certification prior to filing Motor Fuel Excise Tax (MFET) returns electronically via XML. The purpose of this document is to outline the procedures and requirements necessary to become certified with the Utah State Tax Commission.

2. Software Certification

The Utah State Tax Commission requires certification for software which is used to file Fuels Tax return data via XML. The purpose of the certification is to ensure that the software meets technical and business specifications as defined by the Utah State Tax Commission.

Technical certification requirements include:

- Successful connection/transmission to MFET web service
- XML is well formed and can be validated
- Successful acknowledgement/disconnect from MFET web service

Business certification requirements include:

- Data completeness
- Data accuracy
- Calculation accuracy

MFET certification will only be approved if software has proven capable of meeting both technical and business requirements via the successful processing of all scenarios provided in the MFET test suite.

3. Acquiring Security Credentials

A user id and password must be obtained to connect to the server hosting the MFET web service. Complete the "Application for User ID and Password" (form TC100) from the website <http://tax.utah.gov/fuel/efile.html> and follow the submission instructions. (This form is for software development only.)

Security Password Reset / Unlocking an Account

To reset your security password or unlock your account, please notify the Utah State Tax Commission at ftx@utah.gov.

Updating Your Security Account

To update contact information on your account, please notify the Utah State Tax Commission at ftx@utah.gov. Current information needs to be maintained for:

- Contact names

- Addresses (physical and email)
- Phone numbers

4. MFET Test Returns

The “Test Returns” section of the website <http://tax.utah.gov/fuel/efile.html> contains a suite of test returns to be used for software certification. Each test return within the suite is contained within a Microsoft Excel workbook. Each test return workbook contains the following 3 sheets:

1. **Main** The Microsoft Excel representation of the front page of the TC-109
2. **TC109A** The Microsoft Excel representation of the TC-109 Schedule A
3. **TC109B** The Microsoft Excel representation of the TC-109 Schedule B

Each workbook represents a return filing scenario created by USTC to prove software certification.

The “Fuel Tax Forms” section of the website <http://tax.utah.gov/fuel/efile.html> contains a Microsoft Excel workbook titled “Fuel Return Product and Schedule Matrix”. The purpose of this workbook is to define calculation mapping from the return schedules (TC-109A and TC-109B) to the return front page (TC-109). Appropriate calculation mapping is critical to determining the correct value of the overall tax assessment or tax credit.

5. Production Implementation

USTC will certify software that has successfully passed testing requirements. USTC will then provide a production user id and password for the production MFET web service.